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19 September 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Feasibility Study for Power Driven Moveable Shelving in the
Records Center, Building A-18, [REDACTED]

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[REDACTED]
proposed project listed above. Funds in the amount of \$7,500.00 were
approved and transferred under Letter Order No. RE-LO-18-70.

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2. [REDACTED]

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[REDACTED], called this office during week of 2 September requesting
he be allowed to make a preliminary visit to the Station on 17 September.
Purpose of his visit was to get some basic data upon which to base the
study and to get an idea of the magnitude of the work involved.

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3. In preparation for Mr. [REDACTED] visit, [REDACTED]
[REDACTED] from the Engineering Office [REDACTED] visited the Records Management Branch
in order to get an orientation on the needs of the branch; the acceptable
types of shelving, the names of some firms supplying such equipment, and to
coordinate all activity with [REDACTED] branch.

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4. The following people were in attendance at the conference held on
September 16, 1969:

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5. In opening the conversation the writer requested that we be given
all available information which could be used to brief [REDACTED] The
following information was noted and has been passed on [REDACTED] to
assist in planning and staffing for the study:

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a. Three manufacturer's brochures with some data such as
weight per section, weight per square feet loaded, motor sizes,
maximum size of modular shelving etc.

b. One set of drawings showing manufacturer's suggested layout
of shelving and estimated total weight.

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c. One complete set of construction drawings for the actual structure [REDACTED]. These drawings to be used for structural evaluation of building.

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6. [REDACTED] is vitally interested in this project and stated that in the meeting planned for 17 September at [REDACTED] he would detail [REDACTED] to attend, so as to have an "informed answer man" present. All future meetings he plans to attend in person. 25X1A9a 25X1A6a

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7. The writer informed [REDACTED] that since he is the prime customer this office intends to keep him fully informed of all action taken in this project and will send him copies of all memoranda and other information as it appears. Our normal correspondence channels are through the Commanding Officer, [REDACTED] and CH/RECD. [REDACTED] requested we use the normal channels, but, that we also send a copy of memoranda to [REDACTED] Chief, Records Storage Center, [REDACTED] so that he can be kept informed through unofficial channels. He felt the time delay in getting official information may be too long in some cases. 25X1A9a 25X1A9a 25X1A9a

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8. It was agreed in the conference that the first meeting with [REDACTED] would be on a "Structural Analysis" basis since the study need proceed no further if the structure itself was found incapable of safely supporting the loads imposed by mechanical shelving.

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DISTRIBUTION:

- 1 - Ch/RECD/OL
- 1 - Ch/Records Center [REDACTED]
- 1 - [REDACTED] Ch/Records Management

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